



# NEW SINGLE FAMILY DWELLING SUBMITTAL REQUIREMENTS

**BUILDING SERVICES**



*This is a comprehensive submittal list. All items may not pertain to your specific project.*

## 1. Document Submittal List

### A. Drawings: 6 Sets (24"x36" maximum)

- ☐ Plot plan-Topography shall extend beyond the site boundaries to such distance as to show vegetation or structures that might be impacted by the project.
- ☐ Grading plan
- ☐ Architectural plan: floor plan(s), roof plan, exterior elevations
- ☐ Structural: Provide structural details for foundation, floor, wall, ceiling and roof framing.
- ☐ Mechanical Plan: location of unit(s) and supply and return registers
- ☐ Electrical plan
- ☐ Plumbing plan
- ☐ 2 Sets must be stamped by Contra Costa Central Sanitary District prior to submittal

### B. Calculations: 2 Sets

- ☐ Structural calculations, where necessary (wet signed and stamped)
- ☐ Energy calculations and forms (Title 24)
  - a. Both original 8 1/2 x 11 and CF-1R and MF-1R on the plans

### C. Soils Report: 2 Sets

## 2. Addition Information to be Included on Documents

### A. Plot Plan

- ☐ Lot dimensions: metes and bounds information
- ☐ Building footprint with all projections and dimensions to property lines and between buildings
- ☐ North arrow
- ☐ Visible utility to curb
- ☐ Easement(s)
- ☐ Show and specify the species, variety and size of trunk on all trees
  - a. Show extent of tree canopy

### B. Grading and Drainage

- ☐ Top and toe of slopes on slight slopes and topography on lots with more than 5' elevation difference
- ☐ Pad elevations: Ground slope drainage scheme and topography (hill sites)
- ☐ Retaining walls and drainage system

### C. Architectural and Structural Plans

- ☐ Foundation, structural floor and roof framing plans
- ☐ Architectural floor plan and roof plan
- ☐ Exterior Elevations: specify all exterior finish materials
- ☐ Structural material specifications
- ☐ Structural and architectural details
- ☐ Truss configuration and locations
- ☐ Typical cross section in each direction

### D. HVAC, Plumbing and Electrical Plans

- ☐ Location of HVAC equipment and plumbing fixtures

- ☐ Plan for duct penetration(s) at shear walls, girder/beam locations and grade beam locations
- ☐ Outlets, fixtures, switches, smoke alarms, service panel amperage, sub-panel location(s)
- ☐ A load calculation is required if an inordinate amount of equipment or appliances is proposed
- E. Energy Requirements
  - ☐ Form CF-1R with all signatures
  - ☐ Heat loss calculation
  - ☐ Print CF-1R and MF-1R on drawing set
- F. Information
  - ☐ Wet signature on all documents by design professional and document maker
  - ☐ Name, title, California registration, address, and phone number of design professional
  - ☐ Address of property and name, address and phone number of property owner
  - ☐ Cover Sheet Information
    - a. Applicable codes/ 2013 versions of California Building Code, CA Electrical, CA Mechanical, CA Plumbing, and Town of Danville Municipal Code
    - b. Description of type of work
    - c. Occupancy and type of construction
    - d. Gross area, by floor(s) and building height
    - e. Index of drawings
  - ☐ All drawings must be to scale
- G. Details
  - ☐ Window: head, jamb and sill
  - ☐ Exterior doors: head, jamb and sill
  - ☐ Flashing: vertical and horizontal junctures of materials
  - ☐ Fireplace: masonry or manufacturers' cut sheets with listing information for make and model of prefabricated fireplaces
  - ☐ Footing, piers, and grade beams
  - ☐ Post and girder intersections
  - ☐ Roof: eaves, overhangs, rakes, and gables
  - ☐ Cabinet elevations
  - ☐ Floor changes (i.e. wood to concrete)
  - ☐ Handrail(s) and guards with support
  - ☐ Structural wall sections with details at foundation, floor and roof levels
- H. Prefabricated Trusses
  - ☐ Roof framing plan with truss I.D. number and manufacturers' name
  - ☐ Detail of all truss splices, connection and plate sizes
  - ☐ Show all trusses including gable bracing and bridge/bracing
  - ☐ Reviewed and signed by engineer of record
  - ☐ Wet stamped and signed by truss company engineer
  - ☐ Provide single line truss diagram with all vertical and lateral loads including bearing points shown with reference of framing plan